

**DEPARTMENT OF PERSONNEL & ADMINISTRATION  
DIVISION OF CENTRAL SERVICES**

**NOTICE OF HEARING  
ADOPTION OF CENTRAL SERVICES RULES**

A public hearing will be held under the authority of Title 24, Article 30, C.R.S. (2004) at 10:00 a.m. on Monday, May 2, 2005 at 225 East 16<sup>th</sup> Avenue, Suite 800 Conference Room, Denver, Colorado to consider adoption of changes to the Central Services Rules. A summary of the proposed changes follows:

Rescind current Central Services Rules (1 CCR 103-1)

Proposed Central Services Rules (1 CCR 103-1)

- 1.00    Division of Central Services Waivers  
This section outlines waivers that must be obtained from the Division of Central Services: service equipment and related software, personal services and services. The processes for requesting waivers as well as the follow-up on approvals and denials are also outlined.
- 2.00    Interagency Motor Pool  
This section outlines that the Division of Central Services shall be responsible for the provision of vehicles in good operating condition, for use by state agencies at a competitive cost and clearly defines the responsibilities for state agencies and individual operators when using these vehicles.
- 3.00    Commuting Use of State-Owned Motor Vehicles by State Officers and Employees  
This section outlines the requirements and responsibilities of state officers and employees to whom authorized use of state-owned vehicles for exempt and reimbursable commuting.
- 4.00    Motor Vehicle Acquisition, Operation, Maintenance, Repair and Disposal  
This section outlines the requirements and procedures to be followed by state agencies and state officers and employees in motor vehicle acquisition, operation, maintenance, repair, and disposal.
- 5.00    Revocation of Assignment of State-Owned Motor Vehicles  
This section outlines the basis for revoking assignment of a state-owned vehicle.
- 6.00    Annual Verification of Minimum Mileage  
This section describes the annual mileage report that State Fleet Management will provide to state agencies and the agencies' responsibilities if the minimum mileage requirement has not been met.
- 7.00    Opting Out of the State Fleet Program  
This section outlines the method in which Institutions of Higher Education may withdraw from the State Fleet Management Program.

Copies of the text of the proposed rule changes are available for inspection at the Office of the Division of Central Services, 225 E. 16th Avenue, Suite 800, Denver, Colorado 80203, during normal business hours or on the Division of Central Services website at <http://www.colorado.gov/dpa/> at least five (5) days prior to the hearing.